# **GP User Quick Guide**



This quick guide shows how to send e-referrals from Best Practice and Medical Director to outpatient services.

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#### Part 1: Send the referral

#### Best Practice Users:

**Step 1:** Open the Patient Record

Search for the patient and open their electronic medical record.

#### Step 2: Two options to Launch the Electronic Referral Form

2a. Click "HL" letter icon in blue, then another window will launch, and all the available Referred Services will be listed there.



Or 2b: Click "View" -> Select "HealthLink Forms".

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File Open Request	Clinical View	Utilities My Health	Record Bp Comms	Help				
Contacts Contact Notes	F11	5 👗 📓 🕫	9 🔹 🙎 🕥 🛙	M 🔊 🏧 🖡	1 🕹 HL 🛛 🖗			
Previous patients	Shift+F2	✓ Jump	Open					
Data conversion notes			D.O.B.: 24/01/	1942 Age: 80 yrs	Birth Sex: Female	107h Om 25s	Finalise visit	My Health Record
Pharmaceutical Products Explorer	Ctrl+F12	2060	Phone: (m) 0412	345678	Email:			
MIMS Product Information	F12	Record No .:	Pension No .:		Comment:			
MIMS Consumer Medicines Information	Shift+F12		Tobacco:		Alcohol:		Elite sports:	Ethnicity:
Patient Education material	Shift+F11	BreastFeeding:	Parity:	Pregnant: N	No		Advance Health	Directive:
Fact Sheets		Reactions	Notifications:		Fact Sheets	Preventive Health	Actions	Reminders
3DAnatomica		Severity	Туре	Due F	Reason			^
Healthl ink Forms			Preventive health Preventive health	05/08/2022 In 05/08/2022 V	fluenza vaccination shou	Id be considered!	sidered	=
NPS RADAR Documents			Preventive health	05/08/2022 V	accination against shingle	es should be considered	!	_
Audit Log			Preventive health	05/08/2022 A	smoking history should b	e recorded!		
Defeet			There are unchecked r	eports for this patient!				
Refresh	61			Add	Edit	Delete Prir	nt	
	e notes			Script date	: 5/08/2022 ,	Tick the boxes of the i Items in red have been	tems that you want to a calculated to have b	print een fully used
	iits			Drug name	e p Daytime 120mg;5mg/5	m 120mg;5mg/5r Before	bed.	Quantity Rpts. 1x200mL 0

After another window launches, select "New Form".

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		ile View He	łp										
New Form	Ctrl+N	1 N 1											
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Close	Ctrl+F4	created Date	Patient	chid o'dici	5/00/2022	Subject	FIONALI	~	Provider	Addressee	Location	Status	Message ID
		21/07/2022	Ms Cox Marie		NSLHD Hospital	in the Ho	ome		Dr Best Practice	nslhnref	HealthLink Townsville	Completed	HITH-670
		08/08/2022	Ms Cox Marie		NSLHD Hospital	in the Ho	ome		Dr Best Practice	nslhnref	HealthLink Townsville	AutoSaved	HITH-992
		28/07/2022	Ms Cox Marie		NSLHD Hospital	in the Ho	ome		Dr Best Practice	nslhnref	HealthLink Townsville	Completed	HITH-804
		05/08/2022	Ms Cox Marie		NSLHD Hospital	in the Ho	ome		Dr Best Practice	nslhnref	HealthLink Townsville	AutoSaved	HITH-946
		27/07/2022	Ms Cox Marie		NSLHD Hospital	in the Ho	ome		Dr Best Practice	nslhnref	HealthLink Townsville	Completed	HITH-705
		08/08/2022	Ms Cox Marie		NSLHD Hospital	in the Ho	ome		Dr Best Practice	nslhnref	HealthLink Townsville	AutoSaved	HITH-989
		18/07/2022	Ms Cox Marie		NSLHD Hospital	in the Ho	ome		Dr Best Practice	nslhnref	HealthLink Townsville	Completed	HITH-665
		13/07/2022	Ms Cox Marie		NSLHD Hospital	in the Ho	ome		Dr Best Practice	nslhnref	HealthLink Townsville	Completed	HITH-652



# \* Medical Director Users:

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Step 1: Open the Patient Record

Search for the patient and open their electronic medical record.

# Step 2: Click "HL HealthLink Tab" -> Select "New Form"

O Med	licalDirector Clinical 4.	1 - [Mr Tony Wang (51yrs 3m	ths)]	_ [	X
≫ File Patient Edit Summaries Tools Clinical Correspondence	Assessment Resource	s Sidebar MyHealthRecord M	essenger Window Help		- 8 3
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Mr Tony Wang (51yrs 3mths) V DOB: 01/05/1971 Gender: Male	Occupation:		3m 9s 🔰		FACT
2 Centennial Ave. Lane Cove North. Nsw 2066 Ph: 0298765432 (	(home) Record No:	ATSI:		No Photo	
Allergies & ? Allergies/Adverse Reactions	A Pension No:	Ethnicity:			UHĠS
Reactions:	Smoking Hx: 4	Daily IHI No:			
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😳 Summary Ŗ Current Rx 🔊 Progress 🖆 Past	history 🕻 Results	Letters 🧭 Docum	ients 📕 Old scripts 🖌	Imm. Acupuncture	1
Correspondence	<b>a</b>	MDExchange	HL	HealthLink	
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52 of 52 Records					
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18/07/2022 12:03:13 p.m. Submitted HITH-662 NSLHD He	ospital in the Home NS	LHD Hospital i NSLHD Hospital in the	e Home n <mark>slhnre</mark> f	Dr Bronwn Gillespie	REFE
5/07/2022 2:01:59 p.m. Autosaved HITH-604 NSLHD Ho	ospital in the Home NS	LHD Hospital i NSLHD Hospital in the	e Home nslhnref	=	9.

# \* For both Best Practice and Medical Director Users:

Step 3: Under Referred Services section, select "Northern Sydney Local Health District Services".

1800 125 036 (AUS)           helpdesk@healthlink.									
ake a referral	Update referral - Tasmania	Update referral - SA Health							
Specialis	sts, Allied Health Pro	viders and GPs							
SR S	pecialists & Referrals Refer t	to Private Specialist	Refer / Contact other health providers						
General	Services								
-This is ReturnTe	the AU UAT Environment oWorkSA Work Capacity Certifica	ate	This is the AU UAT Environment National Certificate of Capacity ReturnToWorkSA Work Capacity Certificate						
Referred	Services								
	alth Epic Test		Application for ACT Approval to Prescribe Contr	rolled Medicines					
ACT He AU Radi	alth Epic Test lology Referrals		Application for ACT Approval to Prescribe Contr Austin Health	rolled Medicines					
ACT Hei AU Radi Banyule	alth Epic Test lology Referrals Community Health		Application for ACT Approval to Prescribe Contr Austin Health Canberra Health Services - Outpatient and Con Form	rolled Medicines					
ACT He AU Radi Banyule Carringt	alth Epic Test iology Referrals c Community Health for Community Health Brien Lifebuse Services		Application for ACT Approval to Prescribe Contr Austin Health Canberra Health Services - Outpatient and Con Form ccCHiP - Cardiometabolic Health in Psychosis	rolled Medicines mmunity Referral					
ACT He AU Radi Banyule Carring OT Eastern	alth Epic Test iology Referrals • Community Health on Community Health Brien Lifehouse Services Health		Application for ACT Approval to Prescribe Contr Austin Health Canberra Health Services - Outpatient and Con Form ccCHiP - Cardiometabolic Health in Psychosis DPV Community Health	rolled Medicines mmunity Referral					
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ACT He. AU Radi Banyule Carringt Chris O' Eastern HealthLi Hearing	alth Epic Test iology Referrals community Health on Community Health Brien Lifehouse Services Health ink Logging Service Australia Medical Certificate		Application for ACT Approval to Prescribe Contr Austin Health Canberra Health Services - Outpatient and Con Form ccCHiP - Cardiometabolic Health in Psychosis DPV Community Health EMR API Test App HealthLink Logging Service	rolled Medicines mmunity Referral					
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Step 4: Choose the appropriate service, then the Facility, then select "Continue" button.

ž Ms	s Cox Marie - HealthLink Forms Browse	er Window	
S O http://uat-server-bp:5088/form-au/Prepopulate	eForm.action?aduro_formDefinitionId=	nslhnref&owner=nslhnref&serviceProvider	Code=nslhnref&pmsW:
Northern Sydney Local Health District			3 Continue
Q Endocrinology	Facility*	2 Royal North Shore Hospital	·
<ul> <li>Colorectal</li> <li>Dermatology</li> <li>Ear, Nose and Throat</li> <li>Emergency Department</li> <li>Endocrinology</li> <li>Gastroenterology</li> <li>Hand and Peripheral Nerve</li> <li>NSLHD Hospital in the Home</li> <li>Neurology</li> <li>Ophthalmology</li> <li>Orthopaedics</li> <li>Plastics</li> <li>Respiratory</li> <li>Rheumatology</li> <li>Urology</li> <li>Vascular</li> </ul>			

Step 5: After filling in the form, you can preview the form to fix any issues or park the form before adding more information later.

Northern Sydney Local Health District	Dermatology	<u>S</u> ubmit	Pre <u>v</u> iew	<u>P</u> ark	HL Helpv
Requested Information A Dermatology	Form parked successfully. Please note that attachments selected from your PC need to be re- attached when resuming the parked form.				Â
Attachments / <u>Reports</u> No reports selected No files attached	Please fix the following errors:     Medicare/DVA Eligible is a required field     Reason for Patient Referral is a required field				

Step 6: Submit form.

### Part 2: Check the notifications on progress of the referral forms

#### Best Practice Users:

Step 1: Click the "correspondence in" icon to open your inbox.





Step 2: View the list of notifications, select a particular one and the full notification will be displayed.



#### \* Medical Director Users:

Step 1: Click the "correspondence" icon, then select Check Holding File.



### Hot tips:

#### • Referral acknowledgement

- Date and time will be displayed when each referral form is sent successfully.
- Select print, then you can either print or save the referral as a pdf file.

S S http://	uat-server-bp:5088	/form-au/referralFormFran	nes.jsp?formScop	Print	sk=47439472
Form sent on 17/0	8/2022 16:48 AEST				J
Sensitive: Pers	onal				
Rheumatolog	У		NSW	Health Northern Sydney Local Health District	
Referral accep	tance criteria lis	sted in the link provide eptance criteria" section b	ed in Health Pa efore filling "Rea	<b>athways.</b> son for Patient Refe	erral".

As outlined <u>here</u>, this service will accept referrals that meet specific clinical criteria. Please include all required clinical details to avoid receiving a request for additional information.

Reason for Patient Referral\* Browse for Consultation Notes



#### • Ensure all the relevant Attachments/Reports are attached.

- On the left side, click 2<sup>nd</sup> Tab, either "Browse for Patient Document" or "Browse for Local File" to attach all the relevant documents for the referral and please check the file formats before uploading.

Northern Sydney	Dormo	telesu			2		Cube	the Drawiew	Deate	HL
Requested Information	Diagno	ostic Reports /	Patient Documents	Browse for Patient Document	Brows	e for L <u>o</u> cal File	Subr	III Pre <u>v</u> iew	Park	<u>⊓</u> eip∨
Dermatology	Attach Attach	file from EMR s file from Comp	upports: aif. html. ipea. doc. docx. pdf. uter supports files that end in types: do	txt, rtf, tiff c, docx, gif, htm, html, jpeg, jpg, pdf, rt	f, tif, tiff, txt					- 1
Attachments / Penerts				Caution: larger attachments may	take significa	ant time to pre	view			- 1
No reports selected		Date -	Name	Comments	Туре	Size				
√o files attached		17/08/2022	NSLHD Hospital in the Home.HTML		html	5 KB				- 1
Medications / <u>W</u> arnings		08/08/2022	NSLHD Hospital in the Home.HTML		html	5 KB				
No long term medications specified No medications specified No medical warnings specified		05/08/2022	NSLHD Hospital in the Home.HTML		html	5 KB				- 1
Medical History		28/07/2022	NSLHD Hospital in the Home.HTML		html	5 KB				. 1
No medical history specified		28/07/2022	NSLHD Hospital in the Home.HTML		html	5 KB				. 1
Detient Information A		28/07/2022	NSLHD Hospital in the Home.HTML		html	5 KB				- 1
Tony Wang No patient ID available		28/07/2022	NSLHD Hospital in the Home.HTML		html	5 KB				- 1
01/05/19/1		28/07/2022	NSLHD Hospital in the Home.HTML		html	5 KB				
Referrer Information Best Practice 0000000Y		27/07/2022	NSLHD Hospital in the Home.HTML		html	5 KB				
		27/07/2022	NSLHD Hospital in the		html	5 KB				

# Help:

- For Healthlink system related questions, please contact HealthLink on 1800 125 036 or register@healthlink.net
- Link to videos and guides to support GPs.

Best Practice https://vimeo.com/clanwilliamhealth/healthlink-smartforms-bestpractice

Medical Director https://vimeo.com/clanwilliamhealth/healthlink-smartforms-medicaldirector

Genie https://vimeo.com/clanwilliamhealth/healthlink-smartforms-genie

